



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER, SPECIALIST

\$3,841 - \$4,810

ACCOUNTING SERVICES BUREAU

SACRAMENTO

LIMITED TERM – 12 MONTHS

RESPONSIBILITIES:

Under the supervision of the Accounting Administrator I (Supervisor), the incumbent performs professional accounting duties in the maintenance and reporting of financial records for specialized agency activities for the Tax and Securities Section of the Accounting Services Bureau. Duties include: monitor timely filing and processing of insurance companies tax returns and payments, i.e. monthly, quarterly, annual payments of surplus line tax, premium tax, Ocean Marine, retaliatory tax, Home and Title insurance tax; analyze companies tax records for possible non-payment and erroneous tax payment; audit insurance tax returns for accuracy and compliance with the Revenue and Taxation Code and California Insurance Code; analyze reported tax payments, identify and resolve discrepancies between CDI tax payment records and SCO; generate reports to prepare and calculate tax penalty and interest assessments on delinquent payments for surplus line brokers and insurers; prepare assessment letters to companies with delinquent payments within 30 days after the payment due date; act as back-up to maintain and update the Bureau's tax information and forms available on the Internet and Intranet web site.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Good attendance.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Officer, Specialist level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the***

05/16/14 RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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state application.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “ACCOUNTING OFFICER, SPECIALIST, PSN # 413-192-4546-XXX” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 – Reginald.Justo@insurance.ca.gov

FINAL FILING DATE: Friday, May 23, 2014-Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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